

3 FAM 6100 Appendix A OLD 3 FAM 690, CAREER TRANSITION PROGRAM

(TL:PER-285; 08-18-1995)

3 FAM 690, CAREER TRANSITION PROGRAM

At this time the new material which would be contained in this chapter have not been cleared for issuance. Accordingly the old 3 FAM version, which is the current version in force, is issued as Appendix A to this chapter. The most recent issuance of this material was done under TL:PER 121, dated 3-29-89, and TL:PER 178, dated 7-17-91.

3 FAM 691 CAREER TRANSITION PROGRAM

(TL:PER-121; 3-29-89)
(State Only)

3 FAM 691.1 Purpose

The purpose of the Career Transition Program is to provide assistance, training and counseling to U.S. citizen employees who are preparing for retirement from the Department of State, and to provide similar assistance for those being involuntarily separated (other than for cause), to ease their transition from the Department.

3 FAM 691.2 Legal Basis

(TL:PER-121; 3-29-89)
(State Only)

Section 3 FAM 706 of the Foreign Service Act of 1980, as amended (Public Law 96-465, approved October 17, 1980)(22 USC 4026), and Federal Personnel Manual Supplement 831.1, S1-4d(6) provide for the program.

3 FAM 691.3 Limitations

(TL:PER-178; 7-17-91)

(State Only)

a. The Career Transition Program offered by the Office of Retirement and Career Transition in the Bureau of Personnel (PER/RCT) provides preparation and assistance in the transition from active service with the Department of State. It is not a job placement program.

b. The program is offered only at Washington, D.C.

3 FAM 691.4 Program Responsibilities

(TL:PER-178; 7-17-91)

(State Only)

a. The Bureau of Personnel is responsible for administering, monitoring, and evaluating the program.

b. The Office of Retirement and Career Transition is responsible for providing, through seminars, counseling sessions, alternative career information, and other activities, the necessary guidance and opportunity for self-help in the pursuit of alternatives to active service with the Department of State.

c. Career Development Officers in the Office of Career Development and Assignments (PER/CDA) and counselors in the Office of Civil Service Personnel Management (PER/CSP) advise eligible employees of the availability of the program and its conditions.

3 FAM 691.5 Types of Programs

(TL:PER-178; 7-17-91)

(State Only)

The Office of Retirement and Career Transition offers three main activities:

(1) the Retirement Planning Seminar;

(2) the Job Search Program; and

(3) the Skills Bank/Job Lead Register.

3 FAM 691.5-1 Retirement Planning Seminar (RPS)

(TL:PER-178; 7-17-91)

(State Only)

A. Description

The RPS explores financial, health and other areas of interest associated with retirement, as well as possibilities for further employment outside the Department. It includes speakers from within and outside the Department, and literature on many aspects of retirement.

B. Eligibility Criteria

a. The following U.S. citizen employees are eligible to attend the RPS:

(1) All full-time Foreign Service and Civil Service employees of the Department of State who are eligible to retire or who will be eligible to retire within five years of the beginning of the seminar.

(2) Priority is given to employees facing mandatory or involuntary retirement or separation (except separation for cause).

(3) Employees should apply to participate in the RPS prior to retirement. Retirees who applied for the RPS while still on active duty may attend up to one year after their separation date.

(4) Foreign Service employees from other foreign affairs agencies may attend on a space available, reimbursable basis.

b. Spouses of those enrolled in the RPS are encouraged and welcomed to attend.

C. Procedures

a. The Office of Retirement and Career Transition maintains a regular schedule of seminars which may be adjusted to assure maximum attendance. The Office of Retirement and Career Transition announces the seminars by Department Notices and cables to the field.

b. The application to attend the RPS may be submitted to the Office of Retirement and Career Transition (PER/RCT) by memorandum or cable, and must include name, grade, position, post or office address, office telephone number, and date eligible to retire. A certification from the employee's supervisor stating that the applicant is a full-time employee and is authorized to attend the seminar is required.

c. The Office of Retirement and Career Transition notifies participants of acceptance into the seminar and of any changes in the seminar schedules or location.

d. All employees attending the RPS are on duty status during the period of attendance.

e. Employees on home leave and return orders, or home leave and transfer orders to a post or assignment other than Washington, D.C., will receive five additional days of per diem to attend the course. No additional transportation expenses are authorized. Therefore, employees should plan to attend the course in conjunction with authorized consultations in Washington.

f. Employees requesting the RPS at time of retirement who are assigned to posts other than Washington, D.C. will be authorized travel to their service separation address via Washington, D.C. and five days consultation with per diem to attend the course, if they have not taken the RPS previously. Dependents will be authorized travel directly to the service separation address only.

3 FAM 691.5-2 Job Search Program (JSP)

(TL:PER-178; 7-17-91)

(State Only)

A. Description

The Job Search Program is an intensive learning experience based on individual and group training and counseling. The Program's purpose is to help participants make the transition from employment by the Department to other employment or fulfilling activities. The primary focus is to help participants acquire the skills and knowledge needed to find jobs outside the Department

B. The program consists of three phases:

a. Assistance in self-analysis, appraisal, resume preparation, and interview practice;

b. Developing job-finding strategies; and

c. Assistance in conducting the job search.

C. Duration

a. The full program lasts 90 days.

b. Depending on the eligibility criteria given below, employees may participate in the program in pay status for 90 calendar days, 30 calendar days, or 80 hours.

D. Eligibility for the JSP

(1) Full-time participation

(a) U.S. citizen Foreign Service employees may participate in the program for the last 90 calendar days prior to their retirement or involuntary separation. Employees separated for cause are not eligible to participate in the program.

(b) U.S. citizen civil service employees may participate in the program for the last 30 calendar days prior to their voluntary retirement, or the last 90 days prior to involuntary separation. Employees separated for cause are not eligible to participate in the program.

(2) Part-time participation

(a) All U.S. citizen employees, both Foreign Service and civil service, who are assigned to the Washington, D.C. area and who are eligible to retire or are within one year of eligibility at the time the program begins may, with the approval of their supervisor, participate in the training and job search elements of the program for up to 80 hours.

(b) Employees who participate in the part-time (80 hour) program and who subsequently retire voluntarily may participate in the full-time program prior to retirement, if at least six months have elapsed between the end of their part-time participation and the beginning of the job search program in which they wish to participate full-time.

(c) Employees who participate in the part-time (80 hour) program and who subsequently must retire or separate involuntarily may participate in the full-time program during their last 90 days in pay status.

(3) Participation after separation

Former employees may participate in the JSP up to one year after separation, if they applied to do so before separation and were accepted. Such participation will be in a non-pay status, and no per diem or other reimbursements will be authorized.

E. Other requirements

(1) Those who have not previously done so must attend the Retirement Planning Seminar usually given in conjunction with the Job Search Program.

(2) Those retiring voluntarily must have applied for retirement before entering the program, and must submit a retirement agreement (3 FAM 691 Exhibit A) in which they agree to repay to the U.S. Government their basic salary for the time they participated in the program if they withdraw their retirement application. (This does not apply to participants in the 80-hour program.)

F. Employees assigned abroad

Separation orders for employees assigned abroad will include authorization to travel to the Service separation address via Washington, D.C. to attend the Job Search Program. Neither per diem nor transfer allowances will be authorized; participation will be at the expense of the employees. Dependents will be authorized travel directly to the Service separation address only.

G. Application procedures

(1) Employees apply by memorandum or cable to the Office of Retirement and Career Transition (PER/RCT). Foreign Service applicants should send an information copy of the application to PER/CDA. Applications must include name, grade, position, post or office address, office telephone number, retirement date, and concurrence of their supervisor. Employees applying by memorandum should attach the retirement agreement; those applying by cable should send the retirement agreement to PER/RCT by pouch or U.S. mail.

(2) Applications to attend the full-time Job Search Program by employees being separated involuntarily (except for cause) may be disapproved only by the Director General of the Foreign Service. Applications to attend the full-time Job Search Program by employees retiring voluntarily may be disapproved only by an assistant secretary, chief of mission or officer of equivalent or higher rank.

(3) The Office of Retirement and Career Transition will notify applicants of acceptance into the program, and will inform participants when and where the program will be held.

(4) The employee's bureau or office will continue to certify time and attendance for all Washington-based employees. PER/RCT will submit time and attendance reports for those employees joining the program directly from assignments overseas.

3 FAM 691.5-3 Skills Bank and Job Leads Register

(TL:PER-178; 7-17-91)

(State Only)

a. Skills Bank. PER/RCT maintains a Skills Bank of employees and former employees who wish to be informed of job leads developed by PER/RCT. Any employee may enroll in the Skills Bank at any time during his/her career by completing the registration form and sending it to PER/RCT. To obtain the registration form, write or cable PER/RCT. All registrations in the Skills Bank are confidential. Names of registrants will not be released to Department offices, but may be given to prospective employers when it appears that the registrants might be qualified for the position in question.

b. Job Leads Register. PER/RCT maintains a register of job opportunities, and will coordinate selected job opportunities with the skills of those who have registered with the Skills Bank. A compilation of job leads from various sources is sent regularly to the home addresses of those registered in the Skills Bank.

End State Only Regulations.